



# PhilGEPS

Philippine Government Electronic Procurement System

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Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7566525  
**Procuring Entity** CARLOS HILADO MEMORIAL STATE COLLEGE  
**Title** Procurement of Common Office Supplies for Extension and Community Services Office use - Talisay Campus  
**Area of Delivery** Negros Occidental

<b>Solicitation Number:</b>	RFQ 21-070	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Supplies and Devices		
<b>Approved Budget for the Contract:</b>	PHP 100,458.13	<b>Document Request List</b>	0
<b>Delivery Period:</b>	21 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	23/03/2021
<b>Contact Person:</b>	Rowena De la Vida Prado Administrative Assistant II Mabini Street Talisay City Negros Occidental Philippines 6115 63-34-7124804 63-34-7128404 bac.sec@chmsc.edu.ph	<b>Last Updated / Time</b>	22/03/2021 18:48 PM
		<b>Closing Date / Time</b>	30/03/2021 09:00 AM

#### Description

Standard Form Number: SF-GOOD-60  
Revised on May 24, 2004

Republic of the Philippines  
CARLOS HILADO MEMORIAL STATE COLLEGE  
Talisay City, Negros Occidental  
Telefax (034) 712-8404 / 712-0420 local 142  
bac.sec@chmsc.edu.ph

#### REQUEST FOR QUOTATION

Date: March 19, 2021  
Quotation No. 21-070

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the envelope attached herewith.

EDWIN H. BUGNA, Ph.D.  
BAC Chairman

#### NOTE :

1. ALL ENTRIES MUST BE TYPEWRITTEN



2. DELIVERY PERIOD WITHIN \_\_\_\_\_ CALENDAR DAYS
3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT,  
FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS.
5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF QUOTATION.
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

## ITEM NO. ITEM / DESCRIPTION

(Pls. indicate brand offered) QTY. UNIT UNIT PRICE TOTAL PRICE

ONE (1) LOT

1 ALCOHOL

70%, ethyl, 500ml 20 bottle

2 BALLPEN, Ballpoint

0.5, Metal point, S-fine, black 23 piece

3 BALLPEN, Ballpoint

0.5, Metal point, S-fine, blue 10 piece

4 BALLPEN, Ballpoint

0.5, Metal point, S-fine, red 10 piece

5 BATTERY

size AA, alkaline, 2 pieces per blister pack 5 pack

6 BINDER, D-type

3-ring, A4, 64mm or 2.5", with insert clear view pocket on front, back and spine for label 20 pair

7 CALCULATOR, SCIENTIFIC

10 digits, dot matrix display, programmable, with case 4 unit

8 CLIP

backfold, 25mm, 12 pieces per box 10 box

9 CORRECTION TAPE

6 meters (min), 1 piece in individual plastic 10 piece

10 CUTTER BLADE

heavy duty cutter, 10 pieces per tube 11 tube

11 CUTTER KNIFE

heavy duty, retractable, big 10 piece

12 DATA FILE BOX

Made with chipboard, with closed ends 10 box

13 ENVELOPE, DOCUMENTARY

for Legal size document, 500 pieces per box 1 piece

14 ENVELOPE, MAILING

500 pieces per box 1 piece

15 FASTENER, Plastic-coated

For paper, multi-colored, approx. 7-8cm, 50 sets/box 17 box

16 FILING CABINET

four (4) drawers, steel, plain finish with 8 ball bearing rollers, gauge 24 1 unit

17 FOLDER, Fancy

Legal, 50 pieces per bundle 1 pcs

18 FOLDER, Pressboard

size 210mm x 370mm, 100s/box 1 piece

19 GLUE

all purpose, 300 grams min. 9 bottle

20 GLUE GUN

100-240V, 40W, big 2 piece

21 GLUE STICK

Hot Melt, 10mm diameter, big, use in Glue Gun 50 pcs

22 ILLUSTRATION BOARD

30" x 40", 2ply 2 piece

23 MARKER, Fluorescent

Highlighter, 3 colors/set 3 set

24 MARKER, Permanent

Bullet type, Black 6 piece

25 MARKER, Permanent

Bullet type, Blue 5 piece

26 NOTE PAD

stick-on, (2"x3"), 100 sheets per pad 12 pad

27 PAD PAPER, Ruled 10 pad

28 PAPER, Colored

80 gsm, 216mm x 330mm, yellow 4 ream

29 PAPER, Specialty

board type, 8-1/2" x 11", short/letter size, 10 sheets, 200gsm, pale cream 60 pack

30 PAPER, Specialty

board type, 8-1/2" x 13", long size, 10 sheets, 200gsm, pale cream 60 pack

31 PAPER, Multicopy

80gsm, size: 216mm x 330mm 45 ream

32 PAPER, Multicopy

216mm x 279mm (8.5" x 11"), short/letter size, S20, 70 gsm 30 ream

33 PAPER, Multicopy

80gsm, size: 210mm x 297mm 28 ream

34 PAPER, Colored

80 gsm, 216mm x 330mm, green 1 ream

35 PAPER, Colored

80 gsm, 216mm x 330mm, pink 1 ream



36 PAPER, Photo  
 210mm x 297mm (8.3" x 11.7"),A4, 10 pcs/pack, White gloss 43 pack  
 37 PAPER CLIP, gem type  
 48mm, 100 pieces per box 36 box  
 38 PENCIL,lead, w/eraser, One(1) dozen per box 45 piece  
 39 PENCIL  
 -0.50mm mechanical pencil, with 1 case 20 pcs HB 0.50mm lead 2 piece  
 40 RING BINDER  
 1/2" x 44", plastic, 80 rings, assorted colors, 10 pcs per bundle 20 Unit  
 41 RING BINDER  
 1" x 44", plastic, 80 rings, assorted colors, 10 pcs per bundle 20 Unit  
 42 STAPLE WIRE  
 Standard, #35, 5000pcs/box 15 box  
 43 TAPE, transparent  
 48mm, 50 meters length 5 roll  
 44 INK, Whiteboard Marker  
 Refill, black 6 bottle  
 45 INSECTICIDE, aerosol type, 600mL/can 5 can  
 46 DISINFECTANT SPRAY  
 400-550 grams 6 can  
 ABC= 100,458.13  
 OFFICE SUPPLIES FOR ECS OFFICE USE- TALISAY CAMPUS/ M.G. NACIONALES  
 PR# 21-095-0315 03-15-21  
 INCOME 037-164-21-03 03-11-21

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	ONE (1) LOT	Common Office Supplies	1	Lot	100,458.13

**Created by** Rowena De la Vida Prado

**Date Created** 22/03/2021

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